

MONROE COUNTY

JOB DESCRIPTION

Position Title: COUNTY ATTORNEY

Date: 05/22/00

Position Level:

FLSA Status: Exempt

Class Code: 17-1

GENERAL DESCRIPTION

Primary function is to advise the Board of County Commissioners, Division Directors and Department Heads on all legal issues.

KEY RESPONSIBILITIES

1. *Attend and advise at Board of County Commissioner's meetings.
2. *Respond to Commissioner and staff inquiries; consider and advise on legal/policy issues.
3. Drafts and/or approves county contracts.
4. *Review documents prepared by staff; revise same; review work of outside counsel and direct same.
5. *Represent County before legislative, public bodies and meetings, state cabinet, etc.
6. Make court appearances and litigation.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law degree or equivalent doctoral degree required.
<i>Experience:</i>	Over 10 years.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Multifaceted: Work is broad in scope covering virtually the entire County's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on the County.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must possess Florida Bar membership.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____